

**U. S Department of
Homeland Security**
CG-5357 (10-05)

Binder Cover Sheet

Enlisted Individual Development Plan (IDP)



Rank:	Name:	Employee ID:
Unit:	Date:	

PRIVACY ACT STATEMENT, 5 U.S.C. 552(a) Privacy Act: A. AUTHORITY: 5 U.S.C. 301 Departmental Regulations. B. PURPOSE: To collect information to permit effective Individual Development Plan (IDP) counseling. C. ROUTINE USES: The information on this form is to be used by units, supervisors and members in the coaching of members in career development and goal setting. D. DISCLOSURE: Mandatory for all enlisted members within their first four years of enlistment, active duty and reservist, assigned to a permanent duty station. It is voluntary for all other enlisted members.

Enlisted IDP Counseling Session Worksheet***IDP Counseling for:*** _____**Initial Counseling :**

Date Counseled:	Date/Signature of person entering in TMT:
Member signature:	Supervisor signature:
Initial Counseling Remarks:	

Follow-up Counseling:

Date Counseled:	Date/Signature of person entering in TMT:
Member signature:	Supervisor signature:
Counseling Remarks:	

Date Counseled:	Date/Signature of person entering in TMT:
Member signature:	Supervisor signature:
Counseling Remarks:	

(Photocopy as necessary for additional follow-up counseling sessions.)

Enlisted IDP Background Worksheet

Member Information		
Name:	Date of Birth:	
Home town:	Date of Enlistment:	
Unit/Department:	End of Enlistment:	
Rate/Rank:	Date Reported to Unit:	
Family Status:	Special Needs Program Registration:	
Educational Background		
Supervisor is to discuss with member and document. Check boxes that apply.		
Educational Area	v	Notes
GED		
High School Graduate		
Technical Training		
Professional Certificate		
Some College		
Associate's Degree		
BA/BS Degree		
Masters/PhD		
Overview of Options and Eligibility		
Supervisor is to briefly discuss each topic area below with the member. Upon completing that topic, check its box. In the "Notes" blocks, capture any areas of concern or interest by the member so you can discuss it in more detail when you cover those topics in the Advancement Checklists section.		
Topic Area	v	Notes
Advancement Plan		
Performance Evaluations		
Enlisted Professional Military Education (EPME)		
Advancement Qualification Exam (AQE)		
Servicewide Exam (SWE)		
Striker Program		

Enlisted IDP Chain of Command Worksheet

Unit:	Date:
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Immediate Supervisor	
Rating Chain Supervisor	
Department Chief	
Division Officer	
Department Head	
Executive Officer (XO/XPO)	
Commanding Officer (CO/OIC)	
Sector Commander	
District Commander	
MLC and/or Area Commander	
Coast Guard Chief of Staff	
Vice Commandant	
Commandant	
Secretary of Homeland Security	
Commander in Chief	

Enlisted IDP “Other Helpful People to Know” Worksheet

Unit:	Date:
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	Active Duty	Reserve
Unit Ombudsman		
Career Development Advisor (CDA)		
Education Services Officer (ESO)		
Financial Advisor		
Command Drug and Alcohol Representative (CDAR)		
Legal Assistance		
Employee Assistance Program Coordinator		
Health Promotion Coordinator or Manager		
Transition/Relocation Manager		
CG Mutual Assistance		
Chaplain		
Civil Rights Officer		
Senior Reserve Officer		
Unit Command Chief (CMC, CSC, CC)		
Sector Command Chief		
District Command Master Chief		
MLC Command Master Chief		
Area Command Master Chief		
Master Chief Petty Officer of the Coast Guard Reserve Force		
Master Chief Petty Officer of the Coast Guard		

Enlisted IDP “A” School Qualification Criteria Worksheet

Desired “A” School:											
“A” Schools Qualified for:											
ASVAB Scores: (filled in by unit or supervisor)	GS	AR	WK	PC	MK	EI	AS	MC	AO	VE	
AFQT Score:											
The “A” school waiting list is available on the Coast Guard Personnel Command web site: http://www.uscg.mil/hq/cgpc/epm/default.html											
Qualification score by rating (Refer to ALCOAST 318/04): AET: MK + EI + GS = 172 with a minimum AR of 52 or an AFQT = 65 AMT: AR + MC + AS + EI = 220 with a minimum AR of 52 or an AFQT = 65 AST: VE + MC + AS = 162 with a minimum AR of 52 or an AFQT = 65 BM: AR + VE = 100 DC: VE + MC + AS = 155 EM: MK + EI + GS = 153 with a minimum AR of 52 ET: MK + EI + GS = 172 and a minimum AR of 52 or an AFQT = 65 FS: VE + AR = 105 GM: AR + MK + EI + GS = 209 HS: VE + MK + GS + AR = 207 with a minimum AR of 50 IT: MK + EI + GS = 172 with a minimum AR of 52 or an AFQT = 65 MK: AR + MC + AS = 154 OR VE + AR = 105 MST: VE + AR = 114 with a minimum MK of 56 OS: VE + AR = 105 PA: VE + AR = 109 with a minimum VE of 54 PS: VE + AR = 100 SK: VE + AR = 105 with a minimum VE of 51 YN: VE + AR = 105											
Qualifying Factors:						Notes					
National Agency Check (NAC)											
Security Background Investigation (SBI)											
Flight Physical Completed											
Normal Color Perception											
U. S. Citizen											

Enlisted IDP E-2 to E-3 Advancement Checklist

Complete the following requirements prior to advancement to Seaman/Fireman/Airman (E-3).

Date Completed	Requirement/Task	Reference
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in Jan (all) & July (AD only)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-3 EPME Performance Requirements. Know and comprehend E-3 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	6 months in pay grade E-2 or satisfactory completion of Class “A” School	COMDTINST M1000.6 (series) (Art 5.c)
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (Art 5.c)

Advancement/Commissioning Paths Available

	<u>Striker Program</u> SN to BM, DC, FS, YN, SK, PS (Reserve Only), FN to MK, EM, or DC	COMDTINST M1000.6 (series) (Art 5.e)
	<u>“A” School Selection</u> <i>Refer to “A” School sheet that precedes this page.</i> Current Critical Ratings (see applicable ALCGENL) For critical ratings-- 4 month requirement for an E-2/E-3 at first unit is waived (see applicable ALCGENL) Track for placement on A School list: www.uscg.mil/hq/cgpc/epm/default.html	COMDTINST M1500.10 (series)
	<u>Understanding of “A” School Eligibility Requirements</u> <ul style="list-style-type: none"> Qualifying ASVAB/AFQT score Normal Color Perception/Normal Hearing Security Clearance (SF-86) Submit Training Request Form CG-5286 U.S. Citizenship (also needed for reenlistment) 	COMDTINST M1500.10 (series)
	<u>Airman Program</u> Personnel on the AMT, AST, AET “A” School Wait Lists will receive Air Station orders 4 months prior to “A” School convening date. Flight physical.	http://cgweb.arsc.uscg.mil/attc/Prospective_Students/Airman.htm
	<u>Commissioning Paths:</u> Four year degree Academy option Officer Candidate School (OCS)	http://www.cga.edu/ http://gocoastguard.com

Notes:

Enlisted IDP E-3 to E-4 Advancement Checklist

Complete the following requirements prior to advancement to Petty Officer Third Class (E-4).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in Feb (all) & Aug (AD only)	COMDTINST M1000.6 (series) (Art 5.c)
	6 months in pay grade E-3	COMDTINST M1000.6 (series) (Art 5.c)
	Successful completion of E-3/E-4 EPME AQE (45 questions, 80% minimum needed to pass)	ESO
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Striker: Rating correspondence course completions	ESO
	Striker: Demonstrate Rating Performance Based Qualifications (PBQ)	SUPERVISOR
	Striker: Message requesting placement on advancement list	UNIT ADMIN
	Demonstrate proficiency in E-4 EPME Performance Requirements. Know and comprehend E-4 EPME Knowledge Requirements	COMDTINST M1510.2 (series)

Advancement/Commissioning Paths Available

	<u>Striker Program</u> SN to BM, DC, FS, YN, SK, PS (Reserve Only), FN to MK, EM, or DC	COMDTINST M1000.6 (series) (Art 5.e)
	<u>“A” School Selection</u> Current Critical Ratings (see applicable ALCGENL) For critical ratings-- 4 month requirement for an E-2/E-3 at first unit is waived (see applicable ALCGENL) Track for placement on A School list: www.uscg.mil/hq/cgpc/epm/default.html	COMDTINST M1500.10 (series)
	<u>Understanding of “A” School Eligibility Requirements</u> <ul style="list-style-type: none"> • Qualifying ASVAB/AFQT score • Normal Color Perception/Normal Hearing • Security Clearance (SF-86) • Submit Training Request Form CG-5286 • U.S. Citizenship (also needed for enlistment) 	COMDTINST M1500.10 (series)
	<u>Airman Program</u> Personnel on the AMT, AST, AET “A” School Wait Lists will receive Air Station orders 4 months prior to “A” School convening date. Flight physical.	http://cgweb.arsc.uscg.mil/attc/Prospective_Students/Airman.htm
	Future CG Professional Development Opportunity to consider : OCS	http://gocoastguard.com

Notes:

Enlisted IDP E-4 to E-5 Advancement Checklist

Complete the following requirements prior to advancement to Petty Officer Second Class (E-5).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in Mar (all) & Sep (AD only)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-5 EPME Performance Requirements. Know and comprehend E-5 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	6 months in pay grade E-4 in current rating	COMDTINST M1000.6 (series) (Art 5.c)
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Good Conduct Eligibility	COMDTINST M1000.6 (series) (Art 5.c)
	Enroll in rating correspondence course	ESO
	Demonstrate Rating Performance Based Qualifications (PBQ)	SUPERVISOR
	Order rating EOCT if necessary (check w/Unit ESO)	ESO
	Successful completion of rating EOCT	ESO
	Fulfill any special requirements for certain ratings (i.e. Sea Time)	COMDTINST M1000.6 (series) (Art 5.c)
	Message requesting placement on supplemental advancement list	UNIT ADMIN
	Verify, change (if needed) & sign your Personal Data Extract (PDE)	COMDTINST M1000.6 (series) (Art 5.c)
	Meet eligibility requirements listed above by 01 February for the May SWE or 01 August for the November SWE (AD)	COMDTINST M1000.6 (series) (Art 5.c)
	Complete and meet eligibility requirements listed above by 01 July for the October SWE (Reserves)	COMDTINST M1000.6 (series) (Art 5.c)
	Study SWE materials (rating and EPME)	http://www.uscg.mil/hq/psc/adv.htm

Advancement/Commissioning Paths Available

	Future CG Professional Development Opportunities to consider <ul style="list-style-type: none"> • Pre-commissioning Program for Enlisted Personnel (PPEP) • OCS 	http://www.gocoastguard.com/dc/dcp/programs/ppep.htm http://gocoastguard.com
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Notes:

Enlisted IDP E-5 to E-6 Advancement Checklist

Complete the following requirements prior to advancement to Petty Officer First Class (E-6).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in April (all) & October (AD only)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-6 EPME Performance Requirements. Know and comprehend E-6 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	12 months in pay grade E-5 in current rating	COMDTINST M1000.6 (series) (Art 5.c)
	Successful completion of E-5/E-6 EPME AQE (45 questions, 80% needed to pass)	ESO
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Good Conduct Eligibility	COMDTINST M1000.6 (series) (Art 5.c)
	Enroll in rating correspondence course	ESO
	Demonstrate E-6 Rating Performance Based Qualifications (PBQ)	SUPERVISOR
	Order rating EOCT if necessary (check w/Unit ESO)	ESO
	Successful completion of rating EOCT	ESO
	Fulfill any special requirements for certain ratings (i.e. Sea Time)	COMDTINST M1000.6 (series) (Art 5.c)
	Message requesting placement on supplemental advancement list	UNIT ADMIN
	Verify, change (if needed) & sign your Personal Data Extract (PDE)	COMDTINST M1000.6 (series) (Art 5.c)
	Meet eligibility requirements listed above by 01 February for the May SWE or 01 August for the November SWE (AD)	COMDTINST M1000.6 (series) (Art 5.c)
	Complete and meet eligibility requirements listed above by 01 July for the October SWE (Reserves)	COMDTINST M1000.6 (series) (Art 5.c)
	Study SWE materials (rating and EPME)	http://www.uscg.mil/hq/psc/adv.htm

Advancement/Commissioning Paths Available

	Future CG Professional Development Opportunities to consider <ul style="list-style-type: none"> • Special Assignments • Advanced Education Programs • CWO • OCS • Silver Badge • ACE accreditation/Degree 	COMDTINST M1000.6 (series) Art 1.d Art 1.b
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Notes:

Enlisted IDP E-6 to E-7 Advancement Checklist

Complete the following requirements prior to advancement to Chief Petty Officer (E-7).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in May (all) and November (AD only)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-7 EPME Performance Requirements. Know and comprehend E-7 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	24 months in pay grade E-6 immediately preceding the terminal eligibility date (01 January following the May SWE)	COMDTINST M1000.6 (series) (Art 5.c)
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Good Conduct Eligibility (24 months prior to the terminal eligibility date)	COMDTINST M1000.6 (series) (Art 5.c)
	Fulfill any special requirements for certain ratings (i.e. Sea Time)	COMDTINST M1000.6 (series) (Art.5.c)
	Verify, change (if needed) & sign your Personal Data Extract (PDE)	COMDTINST M1000.6 (series) (Art 5.c)
	Meet eligibility requirements listed above by 01 February for the May SWE	COMDTINST M1000.6 (series) (Art 5.c)
	Complete and meet eligibility requirements listed above by 01 July for the October SWE (Reserves)	COMDTINST M1000.6 (series) (Art 5.c)
	Study SWE materials (rating and EPME)	http://www.uscg.mil/hq/psc/adv.htm
	If above the SWE Advancement cut, submit Electronic Training Request for CPO Academy	COMDTINST 1500.15F, COMDTINST M1000.6 (series) (Art 5.c)

Advancement/Commissioning Paths Available

	Future CG Professional Development Opportunities to consider <ul style="list-style-type: none"> • Special Assignments • Advanced Education Programs • Officer Candidate School (OCS) • Chief Warrant Officer (CWO) • ACE accreditation/Degree 	COMDTINST M1000.6 (series) Art 1.d Art 1.b
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Notes:

Enlisted IDP E-7 to E-8 Advancement Checklist

Complete the following requirements prior to advancement to Senior Chief Petty Officer (E-8).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in September (all)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-8 EPME Performance Requirements. Know and comprehend E-8 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	24 months in pay grade E-7 immediately preceding the terminal eligibility date (01 January following the May SWE)	COMDTINST M1000.6 (series) (Art 5.c)
	10 years Time in Service (AD)	COMDTINST M1000.6 (series) (Art 5.c)
	Successful completion of E-7/E-8 EPME AQE (45 questions, 80% needed to pass)	ESO
	Graduated from CG CPO Academy or DOD equivalent	COMDTINST 1500.15 (series) , COMDTINST M1000.6 (series) (Art 5.c)
	Comply with Weight Standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Good Conduct Eligibility (24 months prior to the terminal eligibility date)	COMDTINST M1000.6 (series) (Art 5.c)
	Fulfill any special requirements for certain ratings (i.e. Sea Time)	COMDTINST M1000.6 (series) (Art 5.c)
	Verify, change (if needed) & sign your Personal Data Extract (PDE)	COMDTINST M1000.6 (series) (Art 5.c)
	Meet eligibility requirements listed above by 01 February for the May SWE	COMDTINST M1000.6 (series) (Art 5.c)
	Complete and meet eligibility requirements listed above by 01 July for the October SWE (Reserves)	COMDTINST M1000.6 (series) (Art 5.c)
	Study SWE materials (rating and EPME)	http://www.uscg.mil/hq/psc/adv.htm

Advancement/Commissioning Paths Available

	Future CG Professional Development Opportunities to consider <ul style="list-style-type: none"> • Silver Badge/CMC • Special Assignments • Senior Enlisted Academies • Advanced Education Programs • ACE accreditation/Degree • Officer Candidate School (OCS) • Chief Warrant Officer (CWO) 	COMDTINST M1000.6 (series) Art 1.d Art 1.b
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Enlisted IDP E-8 to E-9 Advancement Checklist

Complete the following requirements prior to advancement to Master Chief Petty Officer (E-9).

Date Completed	Requirement/Task	References
	<u>Enlisted Employee Review</u> – (completed via Direct Access) - Due in November (all)	COMDTINST M1000.6 (series) (Art 5.c)
	Demonstrate proficiency in E-9 EPME Performance Requirements. Know and comprehend E-9 EPME Knowledge Requirements	COMDTINST M1510.2 (series)
	24 months in pay grade E-8 immediately preceding the terminal eligibility date (01 January following the May SWE)	COMDTINST M1000.6 (series) (Art 5.c)
	12 years Time in Service (AD)	COMDTINST M1000.6 (series) (Art 5.c)
	Comply with weight standards	COMDTINST M1020.8 (series)
	CO recommendation for advancement	COMDTINST M1000.6 (series) (Art 5.c)
	Good Conduct Eligibility (24 months prior to the terminal eligibility date)	COMDTINST M1000.6 (series) (Art 5.c)
	Verify, change (if needed) & sign your Personal Data Extract (PDE)	COMDTINST M1000.6 (series) (Art 5.c)
	Meet eligibility requirements listed above by 01 February for the May SWE	COMDTINST M1000.6 (series) (Art 5.c)
	Complete and meet eligibility requirements listed above by 01 July for the October SWE (Reserves)	COMDTINST M1000.6 (series) (Art 5.c)
	Study SWE materials (rating and EPME)	http://www.uscg.mil/hq/psc/adv.htm

Advancement/Commissioning Paths Available

	Future CG Professional Development Opportunities to consider <ul style="list-style-type: none"> • Silver Badge/CMC • Special Assignments • Senior Enlisted Academies • Advanced Education Programs • ACE accreditation/Degree • Officer Candidate School (OCS) • Chief Warrant Officer (CWO) 	COMDTINST M1000.6 (series) Art 1.d Art 1.b
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Notes:

Enlisted IDP Professional Goal-Setting Worksheet

Professional Goals	
I joined the Coast Guard because...	
Short-term Goals (This is usually 3 to 12 months out.): Example: I want to be qualified in _____ so that I can _____.	Targeted Completion Date
<div style="margin-bottom: 20px;"> 1) Steps to take to reach goal: </div> <div> 2) Steps to take to reach goal: </div>	
Long-term Goals (This is usually 1 to 5+ years out.): Example: I want to make E-5.	Targeted Completion Date
<div style="margin-bottom: 20px;"> 1) Steps to take to reach goal: </div> <div> 2) Steps to take to reach goal: </div>	

Enlisted IDP Personal Goal-Setting Worksheet

Personal Goals	
Short-term Goals (This is usually 3 to 12 months out.): Example: I want to volunteer in the community, specifically to help disabled children.	Targeted Completion Date
<div style="margin-bottom: 20px;"> 1) Steps to take to reach goal: </div> <div> 2) Steps to take to reach goal: </div>	
Long-term Goals (This is usually 1 to 5+ years out.): Example: I want to have a family.	Targeted Completion Date
<div style="margin-bottom: 20px;"> 1) Steps to take to reach goal: </div> <div> 2) Steps to take to reach goal: </div>	

Enlisted IDP Educational Goal-Setting Worksheet

The first-term or enlisted member should arrange a meeting with their Education Services Officer or Career Development Advisor to discuss the education topics below.

Educational Topics		
Topics	v	Notes
Montgomery GI Bill (MGIB)		
Tuition Assistance		
CG Schools		
Correspondence Courses		
CG Institute (Military Credit)		
CLEP		
DANTES		
US Military Apprentice Program (MAP)		
Education Services Officer		
Career Development Advisor		
Educational Goals		
Short-term Goals (This is usually 3 to 12 months out.):		Targeted Completion Date
Example: I want to register for college and apply for Tuition Assistance.		
1)		
Steps to take to reach goal:		
2)		
Steps to take to reach goal:		
Long-term Goals (This is usually 1 to 5+ years out.):		Targeted Completion Date
Example: I want to receive my Associate's degree in accounting.		
1)		
Steps to take to reach goal:		
2)		
Steps to take to reach goal:		

Enlisted IDP Financial Goal-Setting Worksheet

Financial Topics			
Supervisor is to explain to member the services available and the benefits of each. Refer to the EPME Study Guide available at http://learning.uscg.mil/epme/. Work with member to set goals, if the member desires to do so.			
Direct Deposit		Savings Plan	
Allotments		Debt Elimination	
Leave & Earnings Statement (LES)		Investments	
Government Credit Card		Credit & Loans	
Checking Account/Debit Card		Meet with Financial Counselor	
Thrift Savings Plan (TSP)		Coast Guard Mutual Assistance (CGMA)	
Short-term Goals (This is usually 3 to 12 months out.): Targeted Completion Date			
Example: I want to start a retirement account by signing up for the Thrift Savings Plan			
1) Steps to take to reach goal: 2) Steps to take to reach goal:			
Long-term Goals (This is usually 1 to 5+ years out.): Targeted Completion Date			
Example: I want to purchase a house.			
1) Steps to take to reach goal: 2) Steps to take to reach goal:			

Enlisted IDP Reservist Information Worksheet

This sheet to be updated every drill period and renewed annually during the month of October. Shaded areas to be updated monthly.				
Civilian Occupation:				
Mobilization/CPRL Assignment(s):				
Mobilization/CPRL Qualification Codes Required:				
Required Mobilization/CPRL Billet Related Training:				
Anniversary Date: dd/mm/yy		Annual Screening Questionnaire Completed: dd/mm/yy		
Dental Exam: dd/mm/yy Due: Completed:		Physical Exam: dd/mm/yy (Required every 5 years, over 50 annually) Due: Completed:		
IDT Drills				
Date: mm/yy	# Drills Planned	Planned Activities/ Outcomes	# Drills Completed	Activities/outcome Completed
ADT - Annual Training				
	mm/yy	Planned Activities/Outcomes	“C” School or OJT	
Current Year				
One Year Out				
Two Years Out				
Three Years Out				
Other Duty Planned				

Enlisted IDP Resources

1. Coast Guard Career Central: www.uscg.mil/careercentral
2. CG Central: <http://cgcentral.uscg.mil> (My Workspace: Career Management: Enlisted)
3. Coast Guard Institute: www.uscg.mil/hq/cgi/index.html
4. Coast Guard Personnel Manual, COMDTINST M1000.6 (series):
<http://www.uscg.mil/ccs/cit/cim/directives/>
5. Coast Guard Training and Education Manual, COMDTINST M1500.10 (series)
<http://www.uscg.mil/ccs/cit/cim/directives/>
6. Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)
<http://www.uscg.mil/ccs/cit/cim/directives/>
7. EPME Manual, COMDTINST M1510.2: <http://www.uscg.mil/ccs/cit/cim/directives/>
8. EPME Online Study Guide: <http://learning.uscg.mil/epme/>
9. Leadership Development Center (LDC) Internet links:
 - Chiefs Academy: www.uscg.mil/hq/tcpet/cpoa/index.shtm
 - Chief Warrant Officer Professional Development:
www.cga.edu/lcd/chiefwarrantofficerindoctrination/cwois.htm
 - Officer Candidate School (OCS):
www.cga.edu/lcd/officercandidateschool/officercandidateschool.htm
10. Personnel Service Center (PSC): <http://www.uscg.mil/hq/psc>
11. Quick Reference Guides for: PeopleSoft (Direct Access) and UTS (Travel) & Pay and Allowances, SWE Advancement www.uscg.mil/hq/psc/cghrms/index.htm
12. Servicewide Examination (SWE) Guide, PSCINST 1418.1 (series)
<http://www.uscg.mil/hq/psc/adv/pscinstm1418series.pdf>
13. TRACEN “A” Schools:
 - “A” School Waiting List: www.uscg.mil/hq/cgpc/epm/default.html
 - Aviation Technical TRACEN Elizabeth City “A” School Info: www.uscg.mil/hq/attc/
 - TRACEN Petaluma “A” School Info: www.uscg.mil/hq/tcpet/training.shtm
 - TRACEN Yorktown “A” School info: www.uscg.mil/tcyorktown/index.shtm#
14. Unit Leadership Development Program (ULDP): <http://learning.uscg.mil/uldp>
15. Work-Life Programs: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>